

Personal & Conflict of Interest Disclosure Statement
DO NOT FAX THIS FORM
DO NOT ALTER THIS FORM
ONLY ORIGINAL FORMS WILL BE CONSIDERED

INSTRUCTIONS FOR COMPLETING THE PERSONAL & CONFLICT OF INTEREST DISCLOSURE STATEMENT

1. COMPLETE, SIGN AND DATE PART 1 AND PART 2.

YOU MUST SIGN AND DATE (NOT TYPE) IN THE **THREE (3)** SIGNATURE BLOCKS PROVIDED.

2. NAME OF AGENCY

INCLUDE THE NAME OF THE AGENCY YOU ARE BEING CONSIDERED FOR APPOINTMENT.

3. CANDIDATE'S NAME

PROVIDE YOUR FULL LAST NAME, FIRST NAME AND MIDDLE NAME. DO NOT USE INITIALS.

4. HOME ADDRESSES

YOU MUST PROVIDE THE ADDRESSES WHERE YOU HAVE RESIDED FOR THE FULL **PAST FIVE (5) YEARS INCLUDING MONTH AND YEAR.**

5. TELEPHONE

YOU MUST INCLUDE YOUR CURRENT RESIDENTIAL TELEPHONE NUMBER.

6. PLACE PART 2 OF THE FORM IN AN ENVELOPE

FOR THE INCREASED PROTECTION OF YOUR PERSONAL INFORMATION, PLEASE PLACE PART 2 IN A SEALED ENVELOPE MARKED "PAS" AND ATTACH IT TO PART 1 PRIOR TO SUBMITTING YOUR FORM.

7. MAIL OR COURIER YOUR COMPLETED FORM

YOU MAY SUBMIT YOUR FORM TO YOUR MINISTRY/AGENCY CONTACT OR MAIL TO:

PUBLIC APPOINTMENTS SECRETARIAT

ROOM 2440, WHITNEY BLOCK

99 WELLESLEY STREET WEST

TORONTO, ONTARIO M7A 1W4

PERSONAL & CONFLICT OF INTEREST DISCLOSURE STATEMENT

The personal information requested on this form is being collected and used by the Public Appointments Secretariat and the Ministry that has jurisdiction for the agency you are being considered for, to evaluate the suitability of your potential candidacy for appointment to an Ontario agency, board or commission. This information will not be disclosed except as required for the above-noted purpose. Questions about the collection, use or disclosure of personal information requested on this form should be directed to the Public Appointments Secretariat at 416-327-2640.

NAME OF APPLICANT: _____

NAME OF AGENCY, BOARD OR COMMISSION: _____

PART 1

CONFLICT OF INTEREST

A conflict of interest arises where you have a personal interest which conflicts, might conflict or may be perceived to conflict with the interests of the agency, board or commission including a conflict with your duties as an appointee to the agency, board or commission. A conflict of interest could arise in relation to personal matters including:

- directorships or other employment;
- interests in business enterprises or professional practices;
- share ownership;
- beneficial interests in trusts;
- existing professional or personal associations with the Agency;
- professional associations or relationships with other organizations; and
- personal associations with other groups or organizations, or family relationships.

Every potential appointee must disclose any obligation, commitment, relationship or interest that could conflict or may be perceived to conflict with his or her duties to or interests of the agency, board or commission to which the potential appointee is seeking appointment.

- 1) A direct or indirect conflict with my duty as an appointee to the Agency may arise because:
 - a) I hold the following offices (appointed or elected):

 - b) I, or any trustee or any nominee on my behalf, own or possess, directly or indirectly, the following interests:

- 2) The nature and extent of the conflicting office duty or interest is:

3) A real or perceived conflict of interest with my duty as an appointee to the Agency could arise because I receive financial remuneration (either for services performed by me, as an owner or part owner, trustee, or employee or otherwise) from the following sources:

4) Other than disclosed above, do you have any relationships or interests that could compromise, or be perceived to compromise, your ability to exercise judgment or decision-making independently and objectively with a view to the best interests of the Agency? **Yes ___ No ___**

Describe:

You may also be bound by the *Public Service of Ontario Act, 2006* and other laws, regulations, rules or directives that currently exist or may be established which are applicable to agencies, boards or commissions.

INTEGRITY AND PUBLIC ACCOUNTABILITY

Note: An affirmative answer to any of the following questions does not disqualify a potential applicant from being appointed. Each candidate's background will be considered in relation to the specific requirements of the appointment.

In connection with your employment or business affairs, have you, or any company in which you have a direct or indirect controlling interest, in Ontario or elsewhere:

a. been charged with (where charges are still outstanding and unresolved) or convicted of an offence under the *Criminal Code (Canada)* in respect of which a pardon has not been granted or issued under the *Criminal Records Act (Canada)*?

Yes ___ No ___

b. been charged with (where charges are still outstanding and unresolved) or convicted of an offence under any other Federal statute, including but not limited to *the Income Tax Act*, in respect of which a pardon has not been granted or issued under the *Criminal Records Act (Canada)*?

Yes ___ No ___

2. Have you been charged with (where charges are still outstanding and unresolved) or been disciplined by any professional association or body?

Yes ___ No ___

3. Have you been involved in any issue or controversy in the past, or that may be subject to public review in the future, in which the government may have an interest?

Yes ___ No ___

If you answered "Yes" to any of the above questions, please provide details below (attach a separate sheet if required):

BIOGRAPHY

I agree that if I am appointed to the Agency, the Public Appointments Secretariat may publish a biography of me that states the area of the Province in which I reside and contains general information (e.g., a summary of employment history and community involvement) provided on my application for appointment.

If you wish, you may submit a short (i.e., 100 words) biography of yourself for publication purposes below:

PART 1

I have read the above information and understand the request for disclosure. The details are accurate to the best of my knowledge.

If, at any time following the signing of this Personal & Conflict of Interest Disclosure Statement, there occurs any material change to the information given herein regarding conflict of interest, either by way of addition or deletion, I shall forthwith file a supplementary disclosure statement with the Public Appointments Secretariat describing such change.

Signature (Required)

Date (DO NOT TYPE)

PART 2. PERSONNEL SCREENING CHECKS

**DO NOT FAX THIS FORM – ORIGINAL DOCUMENT IS REQUIRED
PLACE COMPLETED PART 2 IN A SEALED ENVELOPE MARKED “PAS”
AND ATTACH TO PART 1**

As a condition of appointment our practice is to conduct, with your written consent, a personnel screening check. Applicants must receive a personnel screening clearance before they may be offered a public appointment.

A personnel screening check involves the following elements:

1. A verification of the personal information you have supplied in support of your application.
2. A Declaration from you disclosing any unresolved charges and/or previous convictions for an offence under the *Criminal Code (Canada)*, the *Controlled Drugs and Substances Act (Canada)*, or under any other federal statute, for which a pardon has not been granted or issued under the *Criminal Records Act (Canada)*.
3. A police records check (described below).

1. Verification of Personal Information:

Staff in the ministry responsible for your appointment will verify the personal information you have provided in support of your application.

Ministry staff may contact your previous employers, educational institutions, references and other contacts you have provided, as necessary, to verify the accuracy of information you have supplied. Only your personal information that is relevant to the individual or organization contacted will be disclosed.

Additional information about you may be collected from the individuals contacted where such collection is necessary to verify the information you have supplied.

2. Declaration of previous convictions for federal offences.

On the attached *Declaration Form*, you will be asked to declare any unresolved charges and/or previous convictions for offences under federal statutes (Federal Offences), for which a pardon has not been granted or issued under the *Criminal Records Act (Canada)*.

The information you supply on the *Declaration Form* will be used to compare against the results of a police records check (described below). If a discrepancy is identified between your Declaration and the results of the police records check, you may be contacted and given an opportunity to explain this information before a clearance decision is made.

3. Police Records Check

A police records check involves a search by the Ontario Provincial Police (OPP) of records maintained by the RCMP in the Canadian Police Information Centre (CPIC), and records maintained by provincial and municipal police forces, for information about you relating to:

- Convictions under the offence provisions of federal statutes, (Federal Offences) including but not limited to, the *Criminal Code (Canada)*, and the *Controlled Drugs and Substances Act (Canada)*.
 - Convictions for which a pardon has been issued or granted to you under the *Criminal Records Act (Canada)* will not be collected.

- Where a court has made a finding of guilt in respect of a Federal Offence, but has granted you a discharge.
 - Records of discharges that have been removed from the CPIC system in accordance with the *Criminal Records Act (Canada)* will not be collected.
- Charges that have been laid under the offence provisions of federal statutes, but remain unresolved.
 - Charges that have been withdrawn by the Crown, or stayed or dismissed by a Court will not be collected.
- Records of judicial orders in effect made in relation to Federal Offences.

The information collected in a police records check will be used to assess your suitability for a Public Appointment in relation to the requirements of the position, and for no other purpose. In the event adverse information is identified, you may be contacted to discuss the results of the police records check before a clearance decision is made.

The police records check will be conducted by the OPP using the personal information you have supplied on this form. Information you provide about your date and place of birth, gender and legal status in Canada will only be used to verify your identity as part of the police records check, and will not be used for any other purpose.

In certain circumstances where your identity cannot be confirmed, the OPP may require copies of your fingerprints to determine whether information obtained in the Police Records Check is about you. In this case, you will be asked to consent to a further police records check by the OPP using your fingerprints. Copies of your fingerprints will be returned to you by the OPP after the police records check is completed. Certain Public Appointments may require additional personnel screening checks. Applicants to these positions will be notified by the Director of the Public Appointments Secretariat of any further screening checks required.

Your Personal Information:

The Security Services and Contingency Planning Branch (SSCPB) of the Ministry of Government Services is responsible for administering the personnel screening check process.

The information you provide on the *Declaration Form*, and the information that is obtained by the OPP as part of the police records check, will be collected by the SSCPB and the Director of the Public Appointments Secretariat (PAS), for the purpose of conducting a personnel screening clearance evaluation. The SSCPB and the Director of the PAS will only use your personal information to evaluate your suitability for the appointment to which you have applied, in regard to the requirements of the position.

All personal information collected by the SSCPB will be securely maintained within the branch in confidence; access to information will be restricted to only those employees in the SSCPB who require the information to conduct a clearance evaluation and government auditors. Information obtained in the police records check may also be shared by the SSCPB with the Director of the Public Appointments Secretariat. The SSCPB and the Director of the PAS will not disclose any information obtained as part of a police records check to any other person.

Questions about the personnel screening check process may be directed to the Public Appointments Secretariat at 416 327-2640.

Oaths and Affirmations

Should you be appointed to an Agency, Board or Commission, you may be required to swear or affirm your allegiance to the Crown and swear or affirm an oath of office.

CONSENT AND RELEASE - PERSONNEL SCREENING CHECK

I have read and understand the requirements listed on this form for a personnel-screening check.

- I consent to the verification of my personal information I have provided in support of this application.
- I consent to the collection and use of the personal information I have supplied in the *Declaration Form* by the SSCPB and the Director of the Public Appointments Secretariat for the purpose of evaluating my application for the Public Appointment to which I have applied.
- I consent to and authorize the Ontario Provincial Police to conduct a police records check, as described on this form, and to provide the information collected to the SSCPB, and the Director of the Public Appointments Secretariat, for the purpose of evaluating my application for the Public Appointment to which I have applied.
- I hereby authorize and consent to the release of the records and information held by the RCMP, the OPP, and provincial and municipal police forces, that are required by the OPP to conduct a police records check, and the SSCPB and the Director of the Public Appointments Secretariat to conduct a personnel screening check.

I further declare that all the answers provided in this application, as well as all the information contained in the documents and materials submitted with it are true and complete.

I hereby release and discharge forever Her Majesty the Queen in right of Ontario and any or all her respective directors, employees, servants, and agents, including their successors and assigns, from any and all actions, claims and demands for damages, loss or injury howsoever arising, except as a result of negligence or wilful misconduct, which may hereafter be sustained by myself as a result of the collection, use and disclosure of information about me by the Ontario Provincial Police, in the course of conducting personnel screening checks.

Signature (Required)	Date (DO NOT TYPE)
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APPLICANT INFORMATION

Note: Information you provide about your date and place of birth and gender is only collected for purposes of verifying your identity as part of conducting a police records check. This information will not be used to assess your suitability for a Public Appointment, or for any other purpose.

Candidate's Last Name	First Name and all other first names used (no abbreviations):	Middle Name(s) (No initials)	Date of Birth			<input type="checkbox"/> Male <input type="checkbox"/> Female
			YY	MM	DD	
Previous Surnames if any (e.g. Former marriage, maiden)						
Place of Birth	City/Town/Village					
	Province/State			Country		
Home Addresses for Past 5 Years (Beginning with the most recent; use extra sheet if required)					From MM/YY	To MM/YY
Street Address		City/Province/State/Country/Postal Code				Present
Current Residential Telephone #: ()						

Declaration

In the box below please identify whether or not you have unresolved charges and/or convictions received in relation to the offence provisions of federal statutes, including, but not limited to, the *Criminal Code (Canada)* and the *Controlled Drugs and Substances Act (Canada)*, subject to the exceptions listed below.

- If you have received a pardon for a previous conviction in accordance with the *Criminal Records Act (Canada)* please do not disclose the conviction, nor the fact that you have received a pardon for the conviction.
- If you have been charged with, or convicted of an offence under a provincial statute (Provincial Offences) please do not disclose the charge or conviction.
- If as a young person, you were subject to charges that were dealt with under the *Youth Criminal Justice Act*, or its predecessors the *Young Offenders Act* or the *Juvenile Delinquents Act*, please do not disclose that information.

Please provide details of all unresolved outstanding charges and/or convictions or indicate "Not Applicable":

Signature (Required)

Date (DO NOT TYPE)

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